

Guru Nanak Dev University, Amritsar

**INSTRUCTIONS/GUIDELINES FOR THE CANDIDATES FOR THEORY/ PRACTICAL TEST
FOR THE POST OF CLERK-CUM-JUNIOR DATA ENTRY OPERATOR.**

1. There will be compulsory two papers comprising 100 marks as under :-

Theory	- 80 marks
Practical	- 20 marks
2. The theory paper will consist of 80 objective type questions with multiple choice. There shall be no negative marking.
3. **To qualify in Theory and Practical Test, candidate will have to secure at least 50% marks separately i.e. 40 marks out of 80 marks in Theory and 10 marks out of 20 marks in Practical Test.** However, the merit will be prepared out of 100 marks including both Theory and Practical Tests. Only those candidates who qualify in the Theory paper will be called for the practical Test.
4. The Theory paper will be set out of the syllabus prescribed for **Post Graduate Diploma in Computer Applications (PGDCA) of Guru Nanak Dev University.**
5. The Practical consisting of the following will be conducted by a Board of Examiners :
 - (i) **Entering of Award List - Duration 10 minutes - 6 marks.**
 - (ii) **English typing on computer - Duration 10 minutes - 7 marks**
 - (iii) **Punjabi typing on computer - Duration 10 minutes - 7 marks**

Typing paragraphs will consist of 200 words each.
6. Candidates who commit 15 or more mistakes in either of part (i), (ii) or (iii) above will be awarded zero marks in that part. Untyped portion of the para will be counted as mistakes.
7. The marks of practical will be computed by deducting one mark for every three mistakes.